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Class Specifications
for the Class:

AUTOMATED SYSTEMS EQUIPMENT SUPERVISOR
(AUTOMATED SYSTEMS EQUIP SUPVR)

Class Distinguishers:

Supervisory Responsibility: This is the first full supervisor level in the series. Positions in this class provide direct supervision over fully competent Automated Systems Equipment Technicians on a substantially full-time basis. In addition, positions may supervise other types of workers.

Complexity: Positions in this class plan, lay out, schedule and supervise Automated Systems Equipment Technicians in the installation, testing, maintenance, troubleshooting, and repair of electronic and electromechanical automated systems, which include the cable network infrastructure, electronic interconnecting equipment and remote site peripheral equipment. The work involves the preparation and design of detailed installation plans; estimation of materials, time and costs to perform various jobs; review and evaluation of the work of subordinates; and planning and implementation of training activities.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Specific types of automated equipment and connecting devices; theory of electricity and electronics; practices, tools, equipment and materials used in electrical and electronics repair and maintenance; electrical and electronic work hazards and safety practices; operating principles of testing equipment; and principles and practices of supervision.

Ability to: Plan, layout, assign, review and evaluate the work of Automated Systems Equipment Technician I's; estimate material, time and costs; work effectively with others; read and interpret schematic diagrams, flow charts and related manufacturers' specifications; use proper tools and testing equipment such as oscilloscopes, multimeters, data analyzers and voltmeters in the maintenance, testing and repair of automated systems and the associated interconnecting and peripheral equipment; and repair, maintain and modify electromechanical and electronic equipment.

Personal Contacts: Contacts are with department users and other program staff to provide technical advice in the planning phase prior to installation of the automated systems and associated equipment, and to prioritize and schedule troubleshooting and repair work; with vendors of automated systems equipment to plan and schedule training; and with subordinate Automated Systems Equipment Technicians to provide supervision over work performed.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Provide technical advice to users in planning for the installation of automated systems and associated interconnecting and peripheral equipment.
2. Design detailed plans for the installation of automated systems and associated interconnecting and peripheral equipment.
3. Prepare materials lists for scheduled installation.
4. Prepare estimate of installation including time required for the installation and the cost of the materials required.
5. Prioritize, plan and schedule required repair and maintenance activities.
6. Evaluate and provide input on current and emerging technologies and products that may be adapted by State departments.
7. Plan, schedule, assign and oversee daily work activities of subordinates.
8. Review and evaluate progress of installation, repair and maintenance work projects and make modifications to plans as appropriate.
9. Conduct meetings with subordinates to review daily job status and to brief subordinates when policies, procedures, priorities, etc., must be implemented.

10. Resolve unusual or unprecedented problems encountered in the course of installation, repair and maintenance work.
11. Plan and implement activities to enhance performance of subordinates, such as enrollment in seminars and hands-on workshops to keep abreast of changing technologies.
12. Assess and evaluate the completion of scheduled work performed by subordinates.
13. Review qualifications of applicants, conduct interviews, and recommend the selection of the most qualified applicant for appointment or promotion.
14. Arrange and/or provide orientation of new employees and on-the-job training.
15. May, on occasion, participate in the installation, testing, troubleshooting, repair and maintenance of automated systems and associated interconnecting and peripheral equipment.

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This is the first specification for the new class AUTOMATED SYSTEMS EQUIPMENT SUPERVISOR (AUTOMATED SYSTEMS EQUIP SUPVR).

Effective Date: 7/16/96

DATE APPROVED: 2/5/99

MIKE McCARTNEY
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